

Federal Aviation Administration Center for Management Development Library Resource Center Audio Tapes

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Change

AT-0182 1991

TOM PETERS LIVE: Highlights> "Make Waves and Break Rules", "Age of the Specialist ", "Information Technology", "Destroy Function Barriers", and "Empower Employees". 6 HRS., Tom Peters

AT-0210 1987

THRIVING ON CHAOS: HANDBOOK FOR A MANAGEMENT REVOLUTION. This tape discusses innovation and change. 4 HRS., Tom Peters

AT-0320 1991

[A] 10 COMMANDMENTS OF BUSINESS-AND HOW TO BREAK THEM [B] SHUT DOWN THE HOME OFFICE. [A] Book summary. [B] Hands-on market-driven management for the nineties. 45 MINS., Bill Fromm and Frank Armstrong

AT-0322 1992

NEW REALITIES, THE. 45 MINS.

AT-0330 1992

[A] TRIGGER POINTS [B] IRRECONCILABLE DIFFERENCES. Book summaries. 45 MINS., Michael J. Kami and Doron Levin

AT-0452 1993

REENGINEERING THE CORPORATION: A MANIFESTO FOR BUSINESS REVOLUTION. A vision of how companies should be organized and managed if they are to succeed. 1:30 HRS., Michael Hammer and James Champy

AT-0453 1992

LIBERATION MANAGEMENT: NECESSARY DISORGANIZATION FOR THE NANOSECOND NINETIES. Tom Peters demonstrates how the extraordinary changes required by the times are being accomplished by the premier competitors in every field. 2 HRS., Tom Peters

AT-0471 1995

REENGINEERING MANAGEMENT: THE MANDATE FOR NEW LEADERSHIP. Guidelines managers need to lead, organize, measure and reward the new work reengineering creates. 2 HRS., James Champy

AT-0482 1994

PURSUIT OF WOW, THE! Tools to survive in the tumultuous times. 1:30 HRS., Tom Peters

AT-0497 1995

[A] CREATIVE DESTRUCTION [B] INNOVATION EDGE, THE. [A] A six-stage process for transforming your organization. [B] Learn creative strategic breakthroughs by using the voice of the customer. 30 MINS., Nolan and Croson and Barnard and Wallace

AT-0500 1995

[A] AGE OF PARTICIPATION, THE [B] LEADER'S EDGE, THE. [A] Grasp the nine levels of change: values, structure, leadership, management process, information, relationships, competencies, controls and pay. [B] Learn how one can use the five thinking skills to reach better solutions. 30 MINS., McLagan and Hale

Federal Aviation Administration Center for Management Development Library Resource Center Audio Tapes

AT-0539 1995

HOW TO STAY UP NO MATTER WHAT COMES DOWN. The author's personal stories, anecdotes, and humor illustrate his points on how to get yourself ready to handle the unexpected. 2 HRS., Mark Towers

AT-0594 1995

[A] REENGINEERING MANAGEMENT. [B] OWNER'S MANUAL FOR THE BRAIN, THE. [A] This summary provides needed insights into management's role in the process of reengineering. [B] The human brain is the only resource every customer, supplier, and employee has at his or her disposal. This summary can teach you the correct way to use brainstorming - as opposed to the version most companies follow - to help your staff think more. 2 HRS., James Champy and Pierce Howard

AT-0595 1994

[A] BRINGING OUT THE BEST IN PEOPLE. [B] PARADIGM SHIFT. [A] The author shows how you can use the principles of positive reinforcement to spark a miraculous transformation in people. With the right feedback, you can literally change people's attitudes and behavior, and motivate them to pursue excellence. [B] This summary describes how a new era of technology can enable the transition to the new enterprise and business success. 2 HRS., Aubrey Daniels and Don Tapscott, et al

AT-0599 1999

DANCE OF CHANGE, THE: THE CHALLENGE TO SUSTAINING MOMENTUM IN LEARNING ORGANIZATIONS
This audio set provides an insider's perspective on implementing learning and change initiatives at such corporations as Ford Motor Company, General Electric and Shell Oil. It offers critical advice for those who are struggling to put change initiatives into practice. 6 HRS., Peter Senge

Communication

AT-0208 1992

HOW TO DEAL WITH DIFFICULT PEOPLE: STRATEGIES FOR GETTING RESULTS WITH THE HARD-TO-HANDLE PEOPLE. Proven strategies for cooperation, handling negative behaviors, and communication. 2:40 HRS., Rick Brinkman and Rick Kirschner

AT-0238 1994

POWERFUL COMMUNICATION SKILLS FOR WOMEN. This program discusses impact and image techniques for women. 3 HRS., Kay Keller

AT-0270 1990

ONE-TO-ONE COMMUNICATION: GETTING THE RESULTS YOU WANT. Jelling, telling, selling. 1 HR.

AT-0300 1990

ALL ABOARD: WINNING APPROVAL FOR YOUR IDEAS. In this program you will learn the successful keys to advocacy: capturing, clarifying, compelling, and convincing. 1 HR.

AT-0403 1991

EFFECTIVE LISTENING SKILLS: REDUCE MISUNDERSTANDINGS, SHARPEN CONCENTRATION AND HEAR MORE OF WHAT PEOPLE ARE SAYING. How do you become a better listener? It takes specific skills--like the ones you'll hear in this audio program. Listening is active, and when you are a skilled listener you become substantially more productive and effective. 4 HRS., Ron Meiss

AT-0422 1993

POWER OF ETHICAL PERSUASION, THE: FROM CONFLICT TO PARTNERSHIP AT WORK AND IN PRIVATE LIFE. Increase your influence in any emotionally charged situation. 1:30 HR., Tom Rusk

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AT-0431 1985

HOW TO GET YOUR POINT ACROSS IN 30 SECONDS - OR LESS. Enhance your effectiveness by using the 30 second message. 45 MINS., Milo O. Frank

AT-0438 1993

HOW TO COMMUNICATE EFFECTIVELY. Learn to eliminate the bad habits that get in the way of good communication. 1 HR., Bert Decker

AT-0451 1991

SUCCESS WITH THE GENTLE ART OF VERBAL SELF DEFENSE. This program teaches survival skills and tools to defend yourself tactfully and tactically against the different types of verbal abuse in the workplace. 4 HRS., Suzette H. Elgin

AT-0455 1994

DYNAMICS OF EFFECTIVE LISTENING, THE

Identify, understand and take stock of your listening skills and learn nuances of the active listening. Very basic principles on listening techniques. 6 HRS., Tony Alessandra

AT-0469 1990

CONVERSATION POWER: COMMUNICATION SKILLS FOR BUSINESS AND PERSONAL SUCCESS. Effective verbal communications strategies for business, public speaking, employee relations, meetings and more. 6 HRS., James K. Van Fleet

AT-0470 1992

HIGH IMPACT COMMUNICATION: HOW TO BUILD CHARISMA, CREDIBILITY AND TRUST. Learn how to get your messages across effectively, powerfully, persuasively and memorably. 6 HRS., Bert Decker

AT-0473 1990

SAY IT RIGHT: HOW TO TALK IN ANY SOCIAL SITUATION. Communicate with ease anywhere; from dinners to cocktail parties. 1:30 HR., Lillian Glass

AT-0474 1993

PRINCETON REVIEW GRAMMER SMART, THE: AN AUDIO GUIDE TO PERFECT. Express yourself more clearly and persuasively while avoiding grammatical errors. 2 HRS., Julian Fleisher

AT-0478 1991

THAT'S NOT WHAT I MEANT: HOW CONVERSATION STYLE MAKES OR BREAKS RELATIONSHIPS. A guide to making yourself understood in any situation. 1:30 HR., Deborah Tannen

AT-0485 1994

TALKING FROM 9 TO 5: HOW WOMEN'S AND MEN'S CONVERSATIONAL SYLES AFFECT WHO GETS HEARD, WHO GETS CREDIT, AND WHAT GETS DONE AT WORK. How men's and women's conversational styles affect what happens at work. 1:40 HRS., Deborah Tannen

AT-0506 1994

INTERPERSONAL COMMUNICATION SKILLS: TRAINING TO MINIMIZE CONFLICT AND BUILD COLLABORATION IN TODAY'S TEAM-ORIENTED WORKPLACE. Communication is not just how you talk and listen. It is about cooperation, honesty, trust, respect and being a team worker. These are essential in any situation, business or personal. 4 HRS., Debra Sutch

AT-0535 1988

SOUND OF YOUR VOICE, THE: THE ESSENTIAL AUDIO PROGRAM FOR EVERYONE WHO NEEDS TO

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COMMUNICATE CONFIDENTLY AND CLEARLY NOW!! This remarkable program can teach anyone to speak with ease, confidence and clarity. 6 HRS., Carol Fleming

AT-0541 1991

POWER TALKING: 50 WAYS TO SAY WHAT YOU MEAN AND GET WHAT YOU. How to say what you mean and what you want. Workbook and Implementation Guide included. 6 HRS., George R. Walther

AT-0568 1995

HOW TO ARGUE AND WIN EVERY TIME: AT HOME, AT WORK, IN COURT, EVERYWHERE, EVERY DAY. This program provides ways to set free and tap into the magic of our unique personal power; to prepare and present our ideas emotionally, creatively, effectively; to argue--and win. 3 HRS., Gerry Spence

AT-0572 1997

TALKING WITH CONFIDENCE FOR THE PAINFULLY SHY: HOW TO OVERCOME NERVOUSNESS, SPEAK-UP, AND SPEAK-OUT IN ANY SOCIAL OR BUSINESS SITUATION. The author explains how to break life-long patterns of shyness, and provides guidance for strengthening interactive skills. 1:30 HRS., Don Gabor

AT-0626 1998

WHAT DO I SAY NEXT?: TALKING YOUR WAY TO BUSINESS AND SOCIAL SUCCESS. The author provides you with easy solutions, can't miss guidelines, and vital do's and don'ts in the fine art of conversation...everything you need to talk your way to the top! 1:30 HRS., Susan RoAne

AT-0569 1994

LANGUAGE OF BUSINESS, THE: VOCABULARY ESSENTIALS FOR TODAY'S BUSINESS PROFESSIONALS
This program contains more than 1,000 words and an extensive, fun-to-use workbook. Enhance your ability to communicate effectively and with confidence to boost your career...immediately! 6 HRS., Jim Stanley and Peg Lee Pickering

Customer Relations

AT-0496 1995

[A] DISCIPLINE OF MARKET LEADERS, THE [B] YOU'RE WORKING TOO HARD TO MAKE THE SALE! [A] Staying on top continuously by making your most exciting products and services obsolete. [B] Explore the startling reason why opening the sale on the right note leads to better sales, and boost your chances of making the sale. 30 MINS., Treacy and Brooks

AT-0501 1995

[A] NEW POSITIONING, THE. [B] TRANSFORMING THE ORGANIZATION. [A] This program is about reshaping how consumers perceive your products. [B] Learn the critical skill of business transformation, 30 MINS., Trout and Gouillart

Decision Making

AT-0424 1993

CONFIDENT DECISION MAKER, THE: HOW TO MAKE THE RIGHT BUSINESS AND PERSONAL DECISION. How to make the right choice quickly, correctly, and confidently. 2 HRS., Roger Dawson

AT-0432 1992

YES OR NO: THE GUIDE TO BETTER DECISIONS. Learn a practical system for making better decisions. 3 HRS., Spencer Johnson

Delegation

AT-0206 1987

HOW TO DELEGATE WORK: AND ENSURE IT'S DONE RIGHT. With this program, you'll develop your own

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delegation plan. 3 HRS.

AT-0407 1988

DELEGATING AND SUPERVISING

The author tells how to define work, assign it, set standards and follow through. (Audio to MV-1369) 1 HR., Brian Tracy

Diversity

AT-0477 1991

YOU JUST DON'T UNDERSTAND: WOMEN AND MEN IN CONVERSATION. Gain valuable insight to help you communicate better than ever before. 1:30 HR., Deborah Tannen

AT-0481 1993

MEN ARE FROM MARS, WOMEN ARE FROM VENUS. A practical guide for improving communication and getting what you want in your relationships. 1:30 HRS., John Gray

AT-0574 1993

HOW TO DEAL WITH CULTURAL DIVERSITY IN THE WORKPLACE. 1 HR.

Economics

AT-0499 1995

[A] BEARDSTOWN LADIES' COMMON-SENSE INVESTMENT GUIDE, THE. [B] SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE. [A] 10 guidelines on how to beat the stock market. [B] Learn how to manage your life, decision making, reduce anxiety, and increase your effectiveness in negotiations. 30 MINS., Leslie Whitaker and Stephen Covey

AT-0519 1995

BEARDSTOWN LADIES, THE: COMMON-SENSE INVESTMENT GUIDE. 10 guidelines on how to beat the stock market, and have fun too. 2 HRS., Marilyn Pittman

Health Awareness

AT-0421 1990

FIT OR FAT WOMAN, THE. This is a successful and innovative program that addresses the unique concerns of women. 1:07 HR., Covert Bailey

AT-0504 1990

HUMOR AND HEALING

This audio is about the healing power of love and laughter. 1 HR., Bernie Siegel

AT-0560 1990

BEGINNER FITNESS WALKING: FOLLOW THE BEAT AND WALK YOUR WAY TO FITNESS, FUN AND INCREASED ENERGY. Now here's a way to make exercise more enjoyable. It's like having your own personal trainer. This cassette, with music, sets a moderate pace beginning with a warm up and ending with cool down exercises. 1 HR.

AT-0561 1990

INTERMEDIATE FITNESS WALKING: FOLLOW THE BEAT AND WALK YOUR WAY TO FITNESS, FUN AND INCREASED. Now here's a way to make exercise more enjoyable. It's like having your own personal trainer. This cassette, with music, sets a moderate pace beginning with a warm up and ending with cool down exercises. 1 HR.

AT-0562 1990

ADVANCED FITNESS WALKING: FOLLOW THE BEAT AND WALK YOUR WAY TO FITNESS, FUN AND

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INCREASED ENERGY. Now here's a way to make exercise more enjoyable. It's like having your own personal trainer. This cassette, with music, sets a moderate pace beginning with a warm up and ending with cool down exercises. 1 HR.

AT-0563 1990

EXPERT FITNESS WALKING: FOLLOW THE BEAT AND WALK YOUR WAY TO FITNESS, FUN AND INCREASED ENERGY. Now here's a way to make exercise more enjoyable. It's like having your own personal trainer. This cassette, with music, sets a moderate pace beginning with a warm up and ending with cool down exercises. 1 HR.

Audio/Booklets

Health Awareness > Cont.

AT-0590 1996

LAUGHTER AND THE IMMUNE SYSTEM: A SERIOUS APPROACH. The concept that emotions affect our overall well-being is not a new one. This program presents a wealth of scientific evidence that supports the wisdom of the ancients and their understanding of the intricate links between mind and body. 1 HR., Lee S. Burk and Stanley Tan

Human Relations

AT-0332 1992

[A] **LESSONS OF EXPERIENCE, THE.** [B] **BOTTOM-UP MARKETING.** 44 MINS., Morgan W. McCall, et al. and Al Reis, et al

Innovation

AT-0259 1985

ADVENTURES IN CREATIVE THINKING. Explores the process of producing creative thoughts and effective solutions to problems. Mike Vance

AT-0587 1996

JAMMING: THE ART AND DISCIPLINE OF BUSINESS CREATIVITY. By listening and learning the lessons of creativity, managers who have never before prioritized creativity can get a jump on the future by learning to engage their employees' minds, stimulate their imaginations, etc, and assure their loyalty. 3 HRS., John Kao

Interviewing

AT-0575 1993

SEVEN STEPS TO MASTER THE INTERVIEW AND GET THE JOB. This provides a technique for increasing your effectiveness in preparing for and conducting yourself in the job interview. 1 HR., Stephen Young

Leadership

AT-0110 1990

HIGH IMPACT LEADERSHIP

This audio describes how to be more than a manager. 4 HRS., Mark Sanborn

AT-0273 1991

REFRAMING IN ACTION: CHANGING MANAGEMENT TRAPS INTO LEADERSHIP OPPORTUNITIES

This program discusses how using frames - structural, human resource, political, and symbolic - in daily work. 2 HRS. L. G. Bolman, T. E. Deal

AT-0290 1990

SUPERLEADERSHIP. 45 MINS.

AT-0309 1990

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FROM COACH TO COACH AND BUSINESS TO BUSINESS. This presenter discusses how perspectives on winning, losing and vision form the foundation of successful personal and professional. 6 HRS., Sam Shriver

AT-0314 1991

LEADERSHIP IN ACTION. 1:30 HRS., Eric Jensen

AT-0331 1992

[A] ART OF THE LEADER, THE. [B] AT AMERICA'S SERVICE. 45 MINS., William A Cohen and Robert Albracht

AT-0413 1989

LEADERSHIP SECRETS OF ATTILA THE HUN. Principles for successful morale building, decision making, and overcoming setbacks. 4 HRS., Wess Roberts

AT-0425 1992

PRINCIPLE-CENTERED LEADERSHIP

Learn to center your life according to a set of certain basic principles. 1:30 HR., Stephen R. Covey

AT-0428 1992

VICTORY SECRETS OF ATTILA THE HUN. Learn to apply Attila's wisdom and lessons to the problems of leadership in organizations. 3 HRS., Wess Roberts

AT-0447 1994

LEADER IN YOU, THE HOW TO WIN FRIENDS, INFLUENCE PEOPLE, AND SUCCEED IN A CHANGING WORLD. Time-tested human relationship principles to increase your ability to communicate and motivate people. 1:30 HR., Dale Carnegie

AT-0472 1993

WEST POINT WAY OF LEADERSHIP, THE: FROM LEARNING PRINCIPLED LEADERSHIP TO PRACTICING IT. How great military leadership can apply to any organization or purpose. 3 HRS., Larry Donnithorne

AT-0475 1994

LEADERSHIP WHEN THE HEAT'S ON. Achieve success under pressure using these tools. 2.5 HRS., Danny Cox

AT-0498 1995

[A] REENGINEERING REVOLUTION, THE. [B] THE WORLD'S BEST KNOWN MARKETING SECRET

[A] Discover how to avoid the top 10 mistakes that lead to reengineering failures and the pros and cons of working with reengineering consultants. [B] Perfect the techniques that will allow you to enjoy positive word of mouth. 30 MINS., Hammer and Stanton

AT-0509 1995

EMPIRES OF THE MIND: LESSONS TO LEAD AND SUCCEED IN A KNOWLEDGE-BASED WORLD. A call to individual leadership - on being team leaders, not just team members. 2 HRS., Denis Waitley

AT-0510 1995

ACHIEVING CREDIBILITY: THE KEY TO EFFECTIVE LEADERSHIP. This program is about leadership and credibility as one moves into higher levels of management. 2 HRS., James M. Kouzes

AT-0628 1999

LEADER TO LEADER: ENDURING INSIGHTS ON LEADERSHIP FROM THE DRUCKER FOUNDATION'S AWARD
The challenges of today and tomorrow demand new ways of leading organizations, building collaborations, and creating communities. Some renowned leaders and writers have contributed their knowledge and experience in this program, giving the

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best thinking from leaders for leaders. 3 HRS., Frances Hellelbein and Paul Cohen, Editors

Management

AT-0255 1983

EFFECTIVE EXECUTIVE, THE. Tips on successful business practices. 45 MINS., Peter Drucker

AT-0262 1990

HIGH OUTPUT MANAGEMENT. Andy Grove discusses boosting your personal output, creating high output teams, and developing high output people for middle management. 6 HRS., Andy Grove

AT-0267 1974

PETER DRUCKER ON MANAGEMENT. Eight tapes based on Peter Drucker's books. 8 HRS., Peter Drucker

AT-0268 1983

MANAGING FOR RESULTS. Condensed from the book, this tape gives five keys to managing for results. 2 HRS., Peter Drucker

AT-0271 1983

MANAGING IN TURBULENT TIMES. This audio discusses four key resources that must be managed consistently, systematically, and conscientiously. 2 HRS., Peter Drucker

AT-0298 1990

HOW TO HANDLE EMPLOYEE COMPLAINTS. This program discusses a four-step process for resolving grievances. 1 HR.

AT-0308 1990

ABILENE PARADOX AND OTHER MEDIATIONS ON MANAGEMENT, THE. The author recounts the story behind the title with the purpose of explaining why people and organizations often make decisions that are at odds with their true collective purposes. 2 HRS.

AT-0310 1991

[A] JAPAN THAT CAN SAY NO, THE. [B] AMERICAN SAMURAI, THE. Book summaries. 45 MINS.

AT-0321 1991

[A] WORLD CLASS SELLING. [B] NEW RULES OF THE GAME, THE. Book summaries. 45 MINS.

AT-0324 1991

[A] EFFECTIVE EXECUTIVE, THE. [B] GET TO THE POINT. Tips on successful business practices and communication. 45 MINS., Peter F. Drucker and Karen Berg

AT-0329 1992

[A] MANAGEMENT. [B] BREAKTHROUGH STRATEGY, THE. 44 MINS., Peter F. Drucker and Robert H. Schaffer

AT-0404 1988

EXCELLENT MANAGER, THE. The presenter will give twenty-one key ideas to becoming a more effective manager. 1 HR., Brian Tracy

AT-0419 1989

A WOMAN'S PLACE: MANAGEMENT, POWER AND POLITICS. Examine exactly what power is and define its different types. 45 MINS., Connie Sitterly

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AT-0435 1988

A WOMAN'S PLACE: MANAGEMENT, MANAGEMENT OVERVIEW. See how far women have come in the business world and what it is going to take to meet the challenges of the future. 45 MINS., Connie Sitterly

AT-0490 1994

WINNIE-THE-POOH ON MANAGEMENT. The ABC's of business management. 3 HRS., Roger Allen

AT-0491 1995

GREAT GAME OF BUSINESS, THE: UNLOCKING THE POWER AND PROFITABILITY OF OPEN-BOOK MANAGEMENT. How to tap into the potential of all your workers. 3 HRS., Jack Stack

AT-0534 1990

BEST OF SKILLPATH 1, THE : HIGHLIGHTS OF SKILLPATH'S MOST POPULAR SEMINARS ON AUDIOCASSETTE. 6 HRS., Skillpath Publications

AT-0573 1995

NEW SUPERVISOR, THE: SKILLS FOR SUCCESS. 1 HR.

Motivation

AT-0317 1990

12 AMAZING AND HOT MOTIVATION SECRETS. 10 MINS.

AT-0416 1991

BRINGING OUT THE BEST IN PEOPLE. Learn powerful motivational techniques to be an excellent leader at work. 6 HRS., Alan L. McGinnis

AT-0418 1993

HOW TO MOTIVATE PEOPLE. The right and wrong manner in which to treat staff is demonstrated. 1 HR., Crisp Publications

AT-0463 1994

MOTIVATING PEOPLE IN TODAY'S WORKPLACE. Ways to make people more engaged, responsible and effective. 4 HRS., Mickey Kinder

AT-0518 1989

SWIM WITH THE SHARKS: WITHOUT BEING EATEN ALIVE. This comprehensive course teaches you how to out manage, out motivate, and out negotiate your competition. 1 HR., Harvey MacKay

AT-0520 1993

OVERCOMING PROCRASTINATION. This program will help you beat procrastination and get started. 2:30 HRS., Susan Fowler Woodring

AT-0592 1998

[A]: POUR YOUR HEART INTO IT. [B]: HOW TO BE A STAR AT WORK. [A]: Starbucks shares how the right policies, methods, and attitudes contributed to its success. [B]: Ten years of research reveals that "star performers" aren't the ones with the highest IQs, best social skills, or the most self-confident. The author explains how "non-stars" can learn how to boost their productivity up to 400%. 2 HRS., Howard Schultz, et al, Robert Kelley

Negotiation

AT-0323 1992

[A] GETTING PAST NO. [B] A BRIEFING FOR LEADERS. Overcome serious obstacles to negotiation and success.

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45 MINS.

AT-0325 1991

[A] YOU CAN NEGOTIATE ANYTHING. [B] LEADERSHIP CHALLENGE, THE. 45 MINS., Herb Cohen and James Kouzes

AT-0423 1992

COMPLETE NEGOTIATOR, THE. This program can turn even the weakest dealmakers into great communicators. 2:30 HRS., Gerard I. Nierenberg

AT-0426 1991

GETTING PAST NO: NEGOTIATING WITH DIFFICULT PEOPLE. How to overcome serious obstacles to negotiation and success. 2 HRS., William Ury

AT-0445 1987

GETTING TO YES: HOW TO NEGOTIATE AN AGREEMENT WITHOUT GIVING IN (Abbreviated Version)
Proven tactics for getting what you deserve - no matter what conflicts, disputes or disagreements you face. 50 MINS, Roger Fisher and William Ury

AT-0446 1986

GETTING TO YES: HOW TO NEGOTIATE AN AGREEMENT WITHOUT GIVING IN (Expanded Version)
Proven tactics for getting what you deserve - no matter what conflicts, disputes or disagreements you face. 5 HRS., Roger Fisher and William Ury

AT-0558 1998

PRINCETON REVIEW, THE: NEGOTIATE SMART: SECRETS OF SUCCESSFUL NEGOTIATION. The two cassettes cover: how to plan a negotiating strategy, when to play hardball, make concessions, play dumb, stay quiet and when to walk away. 1:40 HRS., Julian Fleisher

Audio/Booklets

Negotiation

AT-0633 1987

SECRETS OF POWER NEGOTIATING, THE: YOU CAN GET ANYTHING YOU WANT. This program should make it easier for anyone - executives, managers, salespeople, parents and teachers - to negotiate better, faster, and more productively. 3 HRS., Roger Dawson

Organizational Behavior

AT-0274 1989

EMPOWERED MANAGER, THE: POSITIVE POLITICAL SKILLS AT WORK. The presenter explains how managers and executives can take charge of their life at work by using positive political skills in their relationships. By drawing on the power from within managers can control their own future and the organization's future. 2 HRS., Peter Block

Organizational Development

AT-0483 1994

BUILT TO LAST: SUCCESSFUL HABITS OF VISIONARY COMPANIES. Learn how great companies endure. 2 HRS., James Collins and Jerry Porras

AT-0508 1995

EXCELLENCE IN THE ORGANIZATION. With excellence in the organization you'll notice new things about your organization and how it works-and, most importantly, how it can be modified for optimum efficiency and satisfaction. 2 HRS., Tom Peters and Robert Townsend

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AT-0586 1997

MOVING FROM BLAME TO ACCOUNTABILITY. 1:30 HRS., Marilyn Paul

Performance Management

AT-0417 1993

EFFECTIVE PERFORMANCE APPRAISALS. How to make appraisals work for both the manager and employee. 1 HR., Crisp Publications

Presentations

AT-0412 1992

SUCCESSFUL COMMUNICATOR, THE. Comprehensive, how-to guide to expert communication. 4 HRS., Earl Nightingale

AT-0559 1998

PRINCETON REVIEW, THE: SPEAK SMART: HOW TO OVERCOME YOUR FEARS AND GIVE GREAT SPEECHES. "Speak Smart" shows you how to make effective presentations to any audience, from classmates to colleagues to the local PTA. 1:40 HRS., Julian Fleisher

AT-0571 1989

HOW TO RUN A SUCCESSFUL MEETING—IN 1/2 THE TIME. In this vital audio program the author takes you step-by-step through every aspect of the typical business meeting—to help you get the most out of any meeting in half the time. 50 MINS., Milo O. Frank

Problem Solving

AT-0427 1993

COPING WITH DIFFICULT BOSSES. How to work effectively and productively with even the most difficult boss. 2 HRS., Robert Bramson

AT-0434 1988

A WOMAN'S PLACE: MANAGEMENT: PROBLEM SOLVING AND DECISION. Develop a methodical approach to help anticipate, and in many cases avoid, problems. 45 MINS., Connie Sitterly

AT-0441 1989

CONTROLLING ANGER: HOW TO TURN ANGER INTO POSITIVE ACTION. How to express anger appropriately and positively. 4 HRS., Carol Tavis

AT-0454 1993

HOW TO HANDLE CONFLICT AND MANAGE ANGER. Proposes that it is not what happens, but how we perceive and respond to these events that determine success or failure. 6 HRS., Denis Waitley

AT-0461 1993

DEALING WITH CONFLICT AND CONFRONTATION: HOW TO KEEP YOUR COOL, STAND YOUR GROUND AND REACH A POSITIVE RESOLUTION. Understand that conflict is a part of life and that it can be dealt with in a thoughtful, productive way. How to rise above your emotions and resolve disagreements to everyone's satisfaction. 3:42 HRS., Helga Rhode

AT-0523 1996

HOW TO OVERCOME NEGATIVITY IN THE WORKPLACE: TRAINING TO HELP YOU CREATE A MORE POSITIVE, PRODUCTIVE WORK ENVIRONMENT. In this four-tape program you'll learn what to do about negativity

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when it creeps into your team, department, or organization. 4 HRS., Lani Arredondo

Audio/Booklets

Problem Solving > Cont.

AT-0576 1995

21 WAYS TO DEFUSE ANGER AND CALM PEOPLE DOWN: LEARN PEACEKEEPING SKILLS YOU'LL USE TO PREVENT BLOWUPS...MEDIATE DISPUTES. Don't be a victim of other people's heated emotions. You can learn to manage other people's anger--and turn it into a catalyst for positive change. With this program you'll be prepared the next time anger rears its head at your workplace. 4 HRS., Michael Staver

Professional Development

AT-0248 1987

ASSERTIVENESS TRAINING FOR WOMEN MANAGERS AND SUPERVISORS. Assertiveness workshop. 6 HRS., Kay Cronkite Waldo

AT-0263 1990

HOW TO PRESENT A PROFESSIONAL. This program discusses how to change your life by changing the messages you project to others. 4 HRS., Carol Price

AT-0319 1989

SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE, THE: RESTORING THE: CHARACTER ETHIC. This comprehensive program is based on developing an awareness of how perceptions and assumptions hinder success--in business as well as personal relationships. 1:30 HR., Stephen Covey

AT-0440 1992

MEMORY POWER: PROVEN TECHNIQUES FOR REMEMBERING FACTS, NAMES AND NUMBERS. Learn to recall facts, numbers and names with ease. 6 HRS., Steve Moidel

AT-0456 1992

LIVING THE SEVEN HABITS: APPLICATIONS AND INSIGHTS. Deepen your understanding of the habits and learn valuable new insights. 6 HRS., Stephen R. Covey

AT-0465 1993

CREATIVE MANAGER, THE. Become adept at solving problems, being innovative and using creative thinking 1 HR., Brian Tracy

AT-0468 1994

POWER NETWORKING: 55 SECRETS FOR PERSONAL AND PROFESSIONAL SUCCESS. Network your way to better business contacts and new and unusual opportunities. 4 HRS., Donna Fisher

AT-0486 1994

PSYCHOLOGY OF ACHIEVEMENT, THE. Develop the top achiever's mindset. 2 HRS., Brian Tracy

AT-0502 1993

EMBRACING CHAOS: HOW TO SHAKE THINGS UP AND MAKE THEM HAPPEN. This program is your opportunity to get personal advice on being successful in a nanosecond environment. 6 HRS., Tom Peters

AT-0511 1995

REENGINEERING YOURSELF: USING TOMORROW'S SUCCESS TOOLS TO EXCEL TODAY. The author will show you a new way to think about the revolutionary changes that are altering the way we live, work and play. Learn the new rules, roles and skills required to catch up to the future. 6 HRS., Daniel Burrus

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AT-0532 1996

DIAMOND IN THE ROUGH: HOW TO DISCOVER YOUR POTENTIAL AND ACHIEVE YOUR DREAMS. In this program the author will show you how to discover your diamond potential and how to use it to achieve success in your work and life. 3 HRS., Barry J. Farber

AT-0542 1997

DIG YOUR WELL BEFORE YOU'RE THIRSTY: THE ONLY NETWORKING BOOK YOU'LL EVER NEED

This tells you step by step how to: get to know the people you need to know, keep relationships up to date and alive, ask for what you need and when you need it, sparkle in the information age and on the Internet, unlock any door, anywhere

6 HRS., Harvey MacKay

AT-0544 1996

BUILDING A DYNAMIC VOCABULARY: LEARN, USE-- AND REMEMBER? -- HUNDREDS OF WORDS [Part 1]

Use this program to build your way with words. With it you will increase your verbal impact, earn more respect, feel more confident, and understand more of what you read. [Continue with Part 2, AT-0545.] 7:06 HRS., A. Rae Price

AT-0545 1996

BUILDING A DYNAMIC VOCABULARY: LEARN, USE-- AND REMEMBER? -- HUNDREDS OF WORDS [Part 2]

With Part 2 you will practice the proven vocabulary-building skills you learned in Part 1. You will go on to use them to add hundreds of new words to your vocabulary in a way that will stay with you for a lifetime. 6:09 HRS., A. Rae Price

AT-0570 1994

SUPER-LEARNING 2000: NEW, TRIPLE-FAST WAYS YOU CAN LEARN, EARN, AND SUCCEED IN THE 21ST

Superlearning presents new techniques such as subliminal memory, using music to improve your brainpower, and learning about smart food and super nutrition, thus enabling listeners to increase their productivity and creativity two to five times faster. 1:30 HR., Sheila Ostrander and Lynn Schroeder, et al

AT-0585 1994

HOW TO ACHIEVE ULTIMATE SUCCESS. 45 MINS., Paul R. Timm

AT-0588 1995

MENTORING: HOW TO FOSTER YOUR CAREER'S MOST CRUCIAL. In this program you will learn to handle hidden jealousy, competition, what a mentor will look for in you, understand the 5 types of mentors, learn the difference between a boss/employee and mentor/protégé relationship. 1:55 HRS., Susan F. Woodring

AT-0589 1996

BUSINESS ETIQUETTE: HOW TO BE CORRECT AND CONFIDENT IN EVERY SITUATION. Some of what you will learn will be the innocent terms that can constitute sexual harassment, how to address people you work with, when and where it's OK to touch a member of the opposite sex, and much more. 2:49 HRS., Linda Hughes

AT-0597 1998

47 WAYS TO ACCELERATE YOUR CAREER: HOW TO GAIN ON-THE-JOB ATTENTION, RESPECT AND RECOGNITION. If you want to go further, faster at work, this audiotape will provide the momentum you need.

It contains a multitude of tips, techniques and "big ideas" - all gleaned from our best-selling, most-requested professional development programs. 2:40 HRS., Career Track

AT-0632 1989

LET'S TALK QUALITY. Philip B. Crosby shares his quality philosophy at informal open discussions. Summer 19989. 55 MINS., Philip B. Crosby

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Audio/Booklets

Professional Development > Cont.

AT-0634 1989

KEVIN TROUDEAU'S MEGA MEMORY. The founder of the American Memory Institute tells how to remember hundreds of names, complex directions, facts from things heard or read, detailed conversations, and more. Formerly part of a best-selling direct mail program. 4 HRS., Kevin Troudeau

Psychology

AT-0315 1991

AMAZING USES OF NLP, THE [VOL.1]. 1:30 HRS., Eric Jensen

AT-0316 1991

HOW TO TEACH OR TRAIN USING NLP. [VOL.2]. 1:30 HRS., Eric Jensen

AT-0448 1994

HEROZ: EMPOWER YOURSELF, YOUR COWORKERS, YOUR COMPANY. Techniques to enable employees on all levels of an organization to motivate themselves and those around them. 1:10 HR., William C. Byham and Jeff Cox

AT-0512 1995

GENIUS FORMULA, THE. In 12 sessions you will discover the ten types of intelligence, the life stories of 10 geniuses through history, and the 10 characteristics of genius. Then, by distilling the best of the characteristics of these 'giants' of history you can discover ways in which you too can start to 'think like a genius'. HRS., Tony Buzan and Raymond Keene

AT-0513 1996

FOCUSED MIND STATE, THE: MAXIMIZING YOUR POTENTIAL THROUGH THE POWER OF CONCENTRATION
This program is your guide to utilizing this state of perfect concentration, and getting into a peak performance state whenever you need it. 7 HRS., Joey Levey and Michelle Levey

AT-0514 1996

LIVING THE PLATINUM RULE: HOW TO GET WHAT YOU WANT BY GIVING OTHERS WHAT THEY WANT
Each of us telegraphs our personality style in countless small ways. The trick is learning to spot those signals, identify the other person's style, and adjust our own behavior to lessen conflict and move us toward our objectives. 6 HRS., Tony Alessandra

AT-0515 1994

SUCCESS MASTERY WITH NLP. With these dynamic applications of NLP technology, you'll learn to overcome conflicts within yourself and gain your most effective state of mind. 2 HRS., Charles Faulkner and Robert McDonald

AT-0516 1993

NLP THE NEW TECHNOLOGY OF ACHIEVEMENT (NLP COMPREHENSIVE). With NLP training you can take total control of your mind/body machine to improve your performance in every area of your life. 2 HRS., Charles Faulkner and Robert McDonald

AT-0524 1991

LEARNED OPTIMISM: HOW TO CHANGE YOUR MIND AND YOUR LIFE. In this program you will learn how to identify your own self-defeating thought patterns--and how to harness the powers of your conscious mind to break those patterns. 1:30 HR., Martin E.P. Seligman, Ph.D.

AT-0528 1992

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SUBCONSCIOUS MIND POWER. By harnessing the subconscious mind, you will find that the concept of mind over matter really is true. In this program the author tells you how to use the subconscious to gain greater levels of achievement in all your endeavors. 6 HRS., James Van Fleet

AT-0543 1995

POWER OF THE ENNEAGRAM, THE: A NEW TECHNOLOGY OF SELF-DISCOVERY. The Enneagram personality profile system is extraordinary in its ability to help you develop your own behaviors and motivations and those of everyone you meet. 6 HRS., Don Richard Riso

AT-0566 1995

MAN'S SEARCH FOR MEANING [REVISED AND UP DATED]. Read by Simon Vance. This is more than a story of triumph: it is a remarkable blend of science and humanism and an introduction to the most significant psychological movement of our day. 1:30 HR., Victor E. Frankl

AT-0567 1995

EMOTIONAL INTELLIGENCE: WHY IT CAN MATTER MORE THAN IQ. Emotional intelligence is not fixed at birth, and the author shows how its vital qualities can be nurtured and strengthened in all of us. The message of the eye opening program is one we must take to heart. 3 HRS., Daniel Goleman

AT-0578 1997

MUSIC, ENNEAGRAM TYPES AND TRANSCENDENCE. Multi-talented Naranjo performs excerpts from works of various composers to illustrate the development of their personalities, as defined by the enneagram types. 2.07 HRS., Claudio Naranjo

AT-0579 1991

ENNEAGRAM AND PLACEMENT OF ATTENTION. 1 HR., Helen Palmer

AT-0580 1990

NINE POINTS OF VIEW ON INTUITION. 1:07 HRS., Helen Palmer

AT-0582 1994

ENNEAGRAM AS A TOOL FOR FOURTH. 1:30 HRS., Gloria Cuevas-Barnett

AT-0583 1993

INTRO TO THE ENNEAGRAM. 1:15 HRS., Helen Palmer

AT-0584 1976

RATIONAL LIVING IN AN IRRATIONAL WORLD. 1 HR., Albert Ellis

AT-0593 1997

[A] EXECUTIVE EQ. [B] POWER OF ALIGNMENT, THE. [A] Modern science has found that emotional intelligence, rather than IQ, fuels many of the best decisions, the most dynamic and profitable organizations, and the most satisfying and successful lives. In this summary you will learn dozens of simple techniques to boost your EQ. [B] In this summary you will learn the techniques you can use to transform your company or division into a "self-aligning organization". 2 HRS, Robert Cooper, et al and George Labovitz, et al

AT-0596 1997

[A] ADVERSITY QUOTIENT. [B] INNOVATOR'S DILEMMA, THE. [A]: In this summary you will discover how to discover how to strengthen your adversity quotient skill with a three-step process. [B] This summary can serve as a warning that if your company is currently the industry leader, you need to pursue the strategies we'll discuss to avoid missing the next wave of innovation. If you are not on top, this is your chance to get there. 2 HRS., Paul Scholtz and Clayton

Federal Aviation Administration Center for Management Development Library Resource Center Audio Tapes

Christensen

AT-0627 1998

WORKING WITH EMOTIONAL. The author shows why emotional intelligence has become the new yardstick of success for CEO's and junior hires alike, and that star performance in every field depends more on emotional intelligence than on I.Q. or even technical skills. With real-life examples from the business world this program provides a blueprint for all who want to thrive -- with integrity and satisfaction --in the new global economy. 3 HRS., Daniel Goleman

Self Development

AT-0179 1991

WOMEN, POWER AND SELF ESTEEM. Take charge of your own well being. 6 HRS., Career Track Pub.

AT-0272 1990

YOU CAN... WITH CONFIDENCE. 1 HR.

AT-0410 1990

SPEED READING (ADVANCED DRILLS). Advanced drills to be used after viewing the video MV-1397 or listening to AT-0415. 1 HR., Steve Moidel

AT-0411 1991

TAKING RISKS: HOW TO CONQUER THE FEARS THAT HOLD YOU BACK. Learn the right risks to take. 6 HRS., David Viscott

AT-0415 1990

SPEED READING: HOW TO READ MORE IN A FRACTION OF THE TIME AND DRAMATICALLY IMPROVE YOUR READING . Master the techniques of high-speed reading which will dramatically improve your learning power. Also available in video, order MV-1397, and for advanced drills order audiotape AT-0410. 6 HRS., Steve Moidel

AT-0430 1993

PERSONAL EXCELLENCE

Learn how you can start living a life of excellence. 2 HRS., Ken Blanchard

AT-0444 1993

FLEXTACTICS: THE NEW DYNAMICS OF GOAL SETTING. Created for high-performance individuals who know their primary goals in life and are interested in strategies that can take them there. 3 HRS., Denis Waitley

AT-0449 1994

REFLECTIONS FOR HIGHLY EFFECTIVE PEOPLE. Live principals that give you the security to adapt to change and the wisdom and power that comes with change. Attain a holistic sense of personal effectiveness and purpose. 1:30 HRS., Stephen R. Covey

AT-0457 1989

VOCABULEARN SPANISH: INSTANT VOCABULARY FAST, FUN AND EFFECTIVE. The basic building blocks of language, enabling you to express yourself quickly and easily. 9:30 HRS.,

AT-0466 1991

LATIN AMERICAN SPANISH IN THREE MONTHS. Designed to take absolute beginners through to a good working knowledge. 4 HRS.

AT-0476 1992

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POWER OF POSITIVE THINKING, THE: A PRACTICAL GUIDE TO MASTERING THE PROBLEMS OF EVERYDAY LIVING. You will learn how to eliminate the negative thoughts that prevent you from achieving happiness and success. This is an inspiring program that will help you create a positive change in your life. 4 HRS., Norman Vincent Peale

AT-0480 1994

CONFIDENCE: THE CORNERSTONE OF SUCCESS AND HAPPINESS. Learn techniques and attitudes to enjoy deserved success. 2 HRS., Alan McGinnis

AT-0487 1986

ROAD LESS TRAVELED, THE: PART ONE, DISCIPLINE. This program is about delaying gratification, accepting responsibility, dedication to reality, and balance. 1:30 HRS., M. Scott Peck

AT-0488 1986

ROAD LESS TRAVELED, THE: PART TWO, LOVE. A deep understanding of love's nature, as an action that demands courage and discipline. :30 HRS., M. Scott Peck

AT-0489 1987

ROAD LESS TRAVELED, THE: PART THREE, RELIGION AND GRACE. How to be open to the force of grace - those miraculous moments that everyone experiences, but often fail to appreciate. 1:30 HRS., M. Scott Peck

AT-0493 1993

BERLITZ BASIC SPANISH. The unique, simple and successful approach to language learning. 3 HRS., Berlitz Publishing Company

AT-0494 1995

21 DAYS TO SELF-DISCOVERY: DEFINE WHAT YOU WANT IN LIFE - AND DISCOVER HOW TO GET IT. A three-week plan to build a stronger sense of whom you are, what you believe in, what you want and how you intend to get it. 2 HRS., Carol Price

AT-0521 1994

LIGHTEN UP! THE AMAZING POWER OF GRACE UNDER PRESSURE. Listen and you'll learn that humor is no laughing matter. That the new medical field of psychoneuroimmunology is actively discovering how emotion, laughter, and attitude influence brain chemistry and the immune system. 2:30 HRS., C. W. Metcalf

AT-0522 1993

CHICKEN SOUP FOR THE SOUL: 101 STORIES TO OPEN THE HEART AND REKINDLE THE SPIRIT. This is a warm, wonderful, uplifting and inspiring collection of stories, full of ideas and insights that anyone can use to improve his or her life. 4 HRS., Jack Canfield and Mark V. Hansen

AT-0555 1996

LIVING WISDOM, LOVING LIFE! In this program the presenter shatters the negative myths of our society. Released from misconceptions, we are empowered to pass through every stage our development with love, joy, dignity, peace, and wisdom-to fully appreciate and experience this life. 4 HRS., Louise L. Hay

AT-0565 1994

CHICKEN SOUP FOR THE SOUL: SOUL TO OPEN THE HEART AND REKINDLE THE SPIRIT. Two of America's most beloved, dynamic inspirational speakers, bring to life stories from the best-selling book that touched the hearts of readers everywhere. They talk about love and learning to love yourself, on parenting, about learning and eclectic wisdom, and on overcoming your obstacles and living your dreams. 7 HRS., Jack Canfield and Mark Hansen

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Audio/Booklets

Self Development > Cont.

AT-0635 1989

SCIENCE OF SELF-CONFIDENCE, THE. In this audio program, Brian Tracy provides a practical plan of action to developing self-confidence. You discover that it is a state of mind and set of attitudes that can be learned by using proven, practical methods and techniques practiced by winners and achievers in every field. 3 HRS., Brian Tracy

AT-0636 1991

UNIVERSE WITHIN YOU, THE: YOUR SECRET SOURCE OF STRENGTH. This profound personal development program shows you the way to the next level of living a more rewarding life than ever before. 3 HRS., Wayne Dyer

Stress

AT-0503 1995

RELAXATION EXPERIENCE, THE: REDUCE STRESS THROUGH IMAGERY AND MUSIC. This program offers four options to slow you down and help restore serenity to your life: 1) A female voice guides you to experience the relaxation of a tropical island. 2) A male voice leads you through a head-to-toe relaxation exercise. 3) Two different music-only selections provide a soothing background for any of your activities. 1:38HRS., Vivian Quiring and Jonathon Kramer

AT-0540 1995

STRESS SKILLS FOR TURBULENT TIMES: HOW TO MANAGE THE MULTIPLE DEMANDS FACING WORKING WOMEN LIKE YOU. Listen to this program and learn how to be more motivated and inspired to meet your daily challenges, you'll become less vulnerable to stressful situations, and you'll improve your energy and concentration levels dramatically. 4:47 HRS., Roger Mellott

AT-0557 1991

STRESS MANAGEMENT FOR PROFESSIONALS: STAYING BALANCED UNDER PRESSURE. The author addresses the subject of stress and assists you in learning how to function with stress, as well as how to reduce it. You'll learn how to feel better about yourself and become less vulnerable to stressful situations. 6:30 HRS., Roger Mellott

AT-0624 1997

DON'T SWEAT THE SMALL STUFF: AND IT'S ALL SMALL STUFF. In thoughtful and insightful language, the author reveals ways to calm down in the midst of an incredibly hurried, stress-filled life. You will learn to put things into perspective by making small daily changes. 1:30 HRS., Richard Carlson

Substance Abuse

AT-0629 1998

LANGUAGE OF LETTING GO, THE. In this program you will go to a time and place to listen to your inner voice. Relax and gain strength during the stress of the day by listening to a single guided imagery exercise, or rediscover your inner balance at the end of the day with an hour of guidance to the quiet places within. 60 MINS., Melody Beattie

Systems Thinking

AT-0450 1992

DIALOGUE: THE POWER OF COLLECTIVE THINKING. Introduces the discipline of dialogue and ways to develop group thinking skills. 1 HR., William Isaacs

AT-0458 1993

BEYOND BUREAUCRACY: PROMOTING ORGANIZATIONAL LEARNING IN GOVERNMENT. Introduces ongoing work promoting organizational learning in government. 1 HR., Tom Bigda-Peyton and Otto Brodtrick

AT-0460 1992

FOSTERING ORGANIZATIONAL LEARNING AND INNOVATION IN GOVERNMENT. Describes a change effort in

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Canada to make public service more customer oriented. 1 HR., Tom Bigda-Peyton and Otto Brodrick

AT-0479 1994

FIFTH DISCIPLINE, THE: THE ART AND PRACTICE OF THE LEARNING ORGANIZATION. Mastery of the five disciplines enable managers to overcome their obstacles to growth. The disciplines are drawn from science, spiritual wisdom, psychology, and input from top 4 HRS., Peter Senge

AT-0547 1996.

PURPOSE OF BUSINESS IN THE 21ST CENTURY, THE: A DIALOGUE. The presenters at the Systems Thinking in Action Conference explore the role businesses play in the larger society. They capitalize on the opportunity to question the purpose of major institutions and the belief systems that underline. 1:30 HRS., Daniel Quinn, et al

AT-0548 1996

QUANTUM VISION FOR BUILDING THE LEARNING ORGANIZATION, A. The presenter explores how the quantum infrastructure provides a concrete model for the integrative, cooperative, and constantly inventive infrastructures necessary for the learning organization. 1:05 HRS., Danah Zohar

AT-0549 1996

POWER AND BEAUTY OF STRUCTURE, THE: MOVING ORGANIZATIONS FROM OSCILLATION TO ADVANCEMENT. The presenter uses the metaphor of music to illustrate the concept of structure. He offers an innovative approach for moving from a reactive to a creative orientation. 53 MINS., Robert Fritz

AT-0550 1995

DESIGNING CORPORATIONS FOR SUCCESS IN THE 21ST CENTURY. Jay Forrester discusses the power of system dynamics in corporate design and performance. 1:25 HRS., J. W. Forrester

AT-0551 1994

DEVELOPING COMMUNITIES OF COMMITMENT. The author discusses a framework for the learning organization and some innovations in infrastructure that can help organizations build communities of commitment. 1:32 HRS., Peter M. Senge

AT-0552 1994

SYSTEMS THINKING IN EDUCATION: REMAINING COMPETITIVE IN THE 21ST CENTURY. Discusses how new educational techniques must be implemented to remain competitive. 1:30 HRS., Jay W. Forrester

AT-0553 1996

INFRASTRUCTURE AND ITS IMPACT ON ORGANIZATIONAL SUCCESS. The presenter examines the fundamental forces that drive an organization infrastructure and its success. 1:14 HRS., Arie de Geus

AT-0577 1997

IS "SYSTEMS THINKING" ABOUT SYSTEMS OR THINKING? 1:30 HR., Harold Williamson and Sharon Eakes

AT-0602 1998

SYSTEMS THINKING: THE INTEGRATING DISCIPLINE. In this program you will learn the following: 1)Tools for problem-solving, 2) Methodology for explaining current situations, 3) Appreciation of dynamic connections. 1 HR., Charlotte Roberts

AT-0630 2000

EMOTIONAL INTELLIGENCE: MANAGING COMPLEXITY PERSONALLY AND SYSTEMICALLY. 45 MINS., Debra Duxbury

AT-0631 2000

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LEARNINGS FOR THE NEXT TEN YEARS. 60 MINS., Peter M. Senge

Team Management

AT-0462 1993

IMPLEMENTING SELF-DIRECTED WORK TEAMS: THE BREAKTHROUGH METHOD FOR INCREASING PRODUCTIVITY, SPARKING INNOVATION AND REDUCING. Learn how to create and manage self-directed teams. 3:30 HRS., Loren Ankarlo

AT-0507 1993

WINNER WITHIN, THE: A LIFE PLAN FOR TEAM PLAYERS. By maintaining a cooperative yet competitive attitude, the author tells how we can break down our self-imposed barriers that stand in the way of lasting success. 3 HRS., Pat Riley

AT-0213 1987

GETTING THINGS DONE. Ed Bliss, international productivity expert, teaches strategies to save time. 2:40 HRS., Ed Bliss

AT-0326 1992

TIME TRAP, THE. 45 MINS.

AT-0437 1999

A WOMAN'S PLACE: MANAGEMENT: MANAGING YOUR TIME. Solve time management problems to achieve your full measure of success. 45 MINS., Connie Sitterly

AT-0442 1992

CONTROLLING INTERRUPTIONS: HOW TO FREE UP AN HOUR A DAY. How to block, delegate, and prioritize 2:24 MINS., Verne Hamish

AT-0443 1994

FIRST THINGS FIRST: TO LIVE, TO LOVE, TO LEARN, TO LEAVE A LEGACY. A revolutionary guide to managing your time by learning how to balance your life. 1:30 HRS., Stephen R. Covey

AT-0531 1995

MANAGING YOUR TIME, ENERGY AND RELATIONSHIPS. In this program you will learn easy-to-use techniques that help you manage multiple demands on limited time. 1:46 HRS., Mark Sanborn

AT-0564 1986

GETTING ORGANIZED: THE EASY WAY TO PUT YOUR LIFE IN ORDER, MAKE THE TIME AND LET IT WORK FOR YOU! This tape tells you how to use your time most efficiently - how to achieve greater productivity, set priorities and attain goals. 54 MINS., Stephanie Winston

Training

AT-0538 1996

BEST OF SKILLPATH 2, THE: AUDIO HIGHLIGHTS OF SKILLPATH'S MOST POPULAR TRAINING PROGRAMS. Enjoy the best of six powerful training programs. Each program gives you information, inspiration and motivation needed to succeed. 6 HRS., William Halbert, et al

AT-0554 1994

SUSTAINABLE COMMUNITIES: A MANAGEMENT CHALLENGE. The author leads the audience in an exploration of self-regulating ecosystems, and illustrates how complex webs of relationships can be used to design powerful and effective organizational structures. 1 HR., Fritjof Capra

AT-0556 1995

STEWARDSHIP: A GOVERNANCE STRATEGY FOR THE LEARNING. The presenter describes how the principles of

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stewardship can help transform our existing organizational policies. 1:08 HR., Peter Block

AT-0603 1998

LEADING AN INSPIRED LEARNING ORGANIZATION. In this program you will learn the following: 1) Deep sense of purpose, 2) Alignment, 3) Personal mastery, 4) Systems thinking and acting, 5) Designed for learning. 1 HR., Charlotte Roberts

Writing

AT-0484 1994

ON WRITING WELL: AN INFORMAL GUIDE TO WRITING NONFICTION. Learn how to write memos, memoirs and business letters, with ease. 1 HR., William Zinsser

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